



## PROTECT YOUR INFORMATION WHILE MAINTAINING QUICK ACCESS TO ACTIVE FILES USING OUR DIGITAL SOLUTIONS

### Benefits

- A central offsite repository with quick access to your files through Image-On-Demand
- Iron Mountain trained personnel support the day-to-day task of file retrieval and refiles
- RFID tags available at the file level enable you to conduct fast, repeatable inventory audits
- Ability to maintain workflow processes that are driven by your active files
- Storing files offsite allows you to continue vital business operations in the event of a disaster

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# FILE ROOM SOLUTION

## DO YOU NEED TO SUPPORT A REMOTE WORKFORCE WHO REQUIRE SECURE ACCESS TO FILES?

You need regular access to critical files and records, but managing an ever-growing number of documents and workflow processes in local file rooms consumes valuable real estate, and may leave your organisation at risk of information loss and compliance violations. As your organisation transitions to a more digital way of working, you need to rethink your file room strategy.

**Iron Mountain's File Room Solution** replicates your file room in a secure, offsite environment. Your files are stored and managed in our secure and compliant facility by our expert staff using your filing system. You can allocate your time and resources to other key business priorities with the confidence that your files and records are being securely managed.

### KEY FEATURES

Our File Room Solution contains all the elements you need to manage your active files and records:

#### DIGITAL AND REMOTE ACCESS TO YOUR MOST ACTIVE AND IMPORTANT FILES

We can physically relocate your file room to a secure Iron Mountain facility where your records are securely managed. Using Iron Mountain's Records Management Portal, with just a few clicks you can search through your inventory, locate what's required and arrange for records to be quickly scanned and delivered to you electronically.

#### PURPOSE-BUILT FACILITY

Safeguard your files in a specialised records centre that provides advanced environmental, security and access controls. Our solution was built in accordance with the most stringent regulatory standards and is staffed with vetted Iron Mountain employees who are trained to follow compliant processes. Your files will be stored in open shelving for quick access and easy retention management.

#### FILE ROOM OPERATIONS

Iron Mountain can replicate your current file room operation and follow your processes. Storing files offsite allows you to continue vital business operations and ensures your critical documents are catalogued, stored securely and available for delivery as required.

### ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organisations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artefacts.

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